

Nonhlanhla Senamile Masondo

A2 Mazibuko street Katlehong tokoza 1426
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Objective

Dedicated and results-driven professional with strong legal and administrative skills. Highly organised, accurate, and proficient in typing, documentation, filing, data capturing, and client service.

Experience

Paralegal practical training

05/02/2017 - 30/10/2017

Soshanguve magistrate court

Assisted with preparation and administration of court case files, legal documents and correspondence. Typed and formatted legal documents, letters, affidavits, notices, pleadings and court-related correspondence. Prepared and organised court bundles, case records and supporting documentation. Assisted attorneys and court officials with case administration and document management. Maintained accurate and confidential client and case records and updated filing systems. Conducted basic legal research and gathered information relevant to cases. Assisted with court schedules, case dates and deadlines, ensuring documents were available when required. Liaised professionally with clients, attorneys, court officials and other stakeholders. Received, recorded and distributed court documents and correspondence. Provided general administrative and clerical support, including data capturing, filing, photocopying and scanning.

Admin clerk

01/10/2018 - 05/02/2021

Bongumenzi project and services

Managed office administration and daily clerical duties. Processed orders for school books, TVET PPE, and educational supplies. Prepared quotations, invoices, and purchase orders. Maintained accurate filing systems and company records. Assisted with stock control and inventory tracking. Captured data and updated customer information on company systems. Communicated with schools, colleges, and suppliers regarding orders and deliveries. Manage client communications professionally via telephone, email, e-commerce platforms, and face-to-face consultations. Deliver exceptional customer service that reflects the standards of retail brand. Answered phone calls, emails, and handled customer inquiries. Prepared reports and assisted management with administrative tasks. Ensured office documents were organized and up to date. Supported procurement and logistics operations.

Petrol attendant

01/03/2025 - 30/09/2025

Ener-g knight

Served customers by filling vehicles with fuel. Assisted customers with oil, water, and tyre pressure checks. Processed cash, card, and other payment transactions. Provided excellent customer service and responded to customer queries. Maintained cleanliness of the fuel station and work area. Monitored fuel pumps and ensured safety procedures were followed. Balanced cash and prepared daily sales reports. Assisted customers with directions and general information. Performed basic vehicle checks when required.

Reported equipment faults or safety issues to management.
Ensured compliance with health and safety regulations.

Education

Course / Degree	School / University	Grade / Score	Year
Grade 12	Nomzimana high school		2012
National Diploma in legal assistance	Tshwane university of technology		2018
Grade ECD security	N training center	Psira	2025
LLB	University of south Africa	Studies undertaken (not completed)	2019

Skills

Administrative Support, Customer Service, Communication Skills, Typing and Time Management

Personal Details

Date of Birth	19/09/1994
Gender	Female
Driving Licence	Code 10 with pDp

Reference

Miss G mhlanga - Magistrate court
Prosecutor
084 874 2380

Mr NW Mbatha - Bongumenzi project and services
Supervisor
0658105081

Miss S Ndlovu - Ener-g knight
Supervisor
0714997814



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